

**Conservation Review  
Board**

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**Commission des biens  
culturels**

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**Conservation Review Board Checklist of Materials Required for a S.32(2)(a)  
Owner Initiated Referral from a Municipality**

***Statutory Requirements and Board Rules/Procedures***

The Clerk of the Municipality must provide the following to the CRB Case Coordinator before a hearing process can be scheduled:

- Affidavit that notice of council's decision to refuse the application to repeal the bylaw or part thereof was served on the owner of the property and on the Heritage Trust.
- Confirmation that the owner applied for a hearing within 30 days after the date of receiving notice of council's decision to refuse the application.
- Copy of the owner's request for a hearing, including current contact information.
- Affidavit by the municipality confirming the legal ownership of the property
- Certified copy of the by-law designating the property under s. 29 of the Act, including the statement of cultural heritage value or interest and description of the heritage attributes of the property.
- The background report used to draft the statement of cultural heritage value or interest of the property (formerly Reasons for Designation), if available.